



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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May 27, 2010

MEMORANDUM

TO: Local and Intermediate School District Superintendents, Public School Academy Administrators, and Public School Principals

FROM: Sally Vaughn, Ph.D., *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Appeal Deadline for 2010 Draft School Report Cards

The purpose of this memorandum is to update you on items related to the Michigan School Report Cards for 2010 including the deadline for appeals for elementary and middle schools for Adequate Yearly Progress (AYP).

Report Card Appeal Deadline for Elementary and Middle Schools

The Michigan Department of Education (MDE) has made available the draft 2010 School Report Cards for elementary and middle schools for authorized users at the web site <https://oeaa.state.mi.us/ayp/login.asp>. The time period for filing an appeal of the 2010 elementary and middle school report cards will be through midnight of **Wednesday, June 9, 2010**. **Please note that this deadline is firm and no appeals will be accepted after that time.** Appeal information submitted prior to the deadline will be reflected in the report cards when they are released to the public in the coming months if the information submitted with the appeal resulted in a change of status.

MDE staff expect that draft school report cards for high schools, alternative schools, K-12 schools, special education centers and final district AYP will be available in mid to late June. The time period for filing appeals for these schools will be communicated to you at a later date.

Changes from Past Cycles

- Reading has taken the place of English language arts as one of the AYP subject areas for the 2009-10 school year. MDE has recalculated past years' reading data in order to include multi-year calculations such as Safe Harbor for the 2009-10 AYP determinations. Historical report card values remain unchanged.
- MEAP-Access is a new assessment for the Fall 2009 test cycle. It is intended to bridge the gap between the MI-Access assessments and the Michigan Educational Assessment Program (MEAP) for students with disabilities. MEAP-Access is based on grade level content expectations and assesses reading/writing and mathematics for students in grades 3-8.

School districts using the MEAP-Access will be held to a federal 2% cap on proficient scores. Unlike the 1% cap for MI-Access, there are no exceptions to exceed the 2% MEAP-Access cap.

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- As a reminder, you should be aware that the **AYP targets will increase for school year 2010-11**.

District AYP

Federal law and guidance requires that a separate AYP determination be made for most school districts, in addition to making a determination of AYP for each school. This applies only when the district had more than one school where an AYP determination is made. A district is considered to make AYP if AYP is met in each subject at one or more of the three grade ranges: elementary, middle school, high school. District AYP determinations are reported for each grade range. Authorized users can now see the preliminary district AYP determinations for the elementary and middle school grade ranges. District AYP for the high school grade range will be added in June when high school data is available. Note that the achievement of a student that moved between schools in a district will be counted for district AYP, even though the student's achievement is not counted for building AYP.

Report Card User Authorization

The 2008-09 School Report Cards are still available to the public at <https://oeaa.state.mi.us/ayp/>. Authorized users must login at <https://oeaa.state.mi.us/ayp/login.asp> to see the draft 2009-10 School Report Cards. Schools may still identify authorized users to view the Report Card and to submit appeals. There is no limit on the number of individuals that a district authorizes. Users need to establish a Michigan Education Information System (MEIS) account at <http://michigan.gov/meis> if they do not already have an account. The school district should mail or fax the User Security Agreement to MDE. The security agreement is available at <https://oeaa.state.mi.us/ayp/Docs/SecurityAgreement.pdf>.

Appeal Procedures

A school district has the opportunity to appeal any data that affect the *Education YES!* letter grade or AYP status of its schools if it has evidence that the data may be inaccurate. The purpose of the appeal window is to address substantive issues regarding the draft School Report Cards. MDE will do all that it can to correct any MDE errors that are brought to its attention citing specific data that are challenged in the appeal and evidence of the error. School administrative errors such as missing or mismatched tests and demographic updates should have been addressed during the tested roster appeal window, and are not appealable.

When an authorized user enters the School Report Card web site, the user can ask MDE to make corrections to the data that the Report Card is based on. The user initiates an appeal by clicking "Request Appeal" on any page of the Report Card web site. Once an appeal is submitted, the user will receive an email confirming the appeal. Users can also use the "Issue Tracker" where the user can:

- Attach supporting documents (Excel and Word files) as needed;
- View the original communication to confirm that the message was delivered and that the appeal is active;
- View additional communication from MDE about the pending appeal;
- Add information or clarify data regarding the appeal; and
- Verify that MDE has made appropriate correction and that the appeal can be "closed."

This system will also allow MDE to track all appeals to ensure all appeals are resolved. It is critically important that users verify that their email address is correct when an appeal is filed. Users should also look for a confirming email after an appeal is initiated. All communication and action on each appeal will be accompanied by an email communication from MDE to the email address indicated on the original appeal. A link to the issue tracker is provided on the Report Card web site after the authorized user logs into the system. Links to the issue tracker page are at the top and bottom of the screen. Please use the issue tracker to add additional information about the issue; do not create a new issue.

One Percent Cap

In past years, MDE used a two-step process to calculate which proficient scores would initially count under the 1% cap. Districts had been allowed to request the reallocation of the students' proficient scores that were suppressed by the two-step process for buildings within the district. This practice will be discontinued because the process was cumbersome and often rewarded inappropriate assessment practices. MDE will continue to rigorously enforce the federal 1% cap on proficient MI-Access scores. Districts will be allowed to exceed the cap only for shared educational entities where the district hosts a program bringing students from other districts. The impact of the shared entity will be offset by the exception to the 1% cap. However, the exception will not allow the district to exceed the cap at other schools. MDE will continue the practice of starting with the lowest proficient score (Participation and Supported Independence first, then Functional Independence) and "counting up" until the 1% cap is reached.

School districts and public school academies that had an approved application for exception to the 1% cap in the 2007, 2008, or 2009 Report Card cycles will NOT need to submit the application again. The application for the exception is contained in the **2010 District Application for an Exception to the 1% Cap on Students Proficient Using Alternate Achievement Standards**. The application will become available when draft high school and district report cards are released.

Absolute Deadline for Appeals

MDE staff will accept no Report Card appeals after the designated period for each group of schools. I encourage you to review the data for your school as soon as possible.

Please feel free to contact MDE staff in the Accountability and Evaluation Unit at (517) 373-1342 (email aypcontactus@michigan.gov) if you have questions or if you need additional information on these issues.

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